



County Corner

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Commissioners' Administrative Staff

The County Board of Commissioner's staff includes the County Administrative Officer (CAO) Mike Pence, Office Manager Elaine Nelson and half time Office Assistant Karen Green. Keeping up with the workload of the Commissioners office involves a varied array of duties and responsibilities.

The CAO under the general direction of the county commissioners, directs, manages, supervises and administers various county operations. He also advises and assists the commissioners on management, administrative, financial, budgetary and other matters. The CAO is often assigned to special projects and responds to

critical situations on behalf of the commissioners.

A major responsibility of the CAO is the preparation of the County's annual budget. He works with the Finance Department and County Clerk & Recorder in reviewing budgets submitted by the department heads and elected officials (Management Team of 29 departments/offices). The CAO reviews the revenue outlook and determines if reductions are needed in proposed expenditures to be able to present a balanced budget to the commissioners. He is responsible for monitoring the annual budget on a monthly basis and keeps the commissioners aware of the financial condition of the county.

The CAO plans and directs the county's organizational, management and administrative activities. He serves as liaison between the commissioners and Management Team. The CAO provides leadership and direction in the development of short and long-range plans. A Comprehensive Capital Improvement plan is currently being developed.

Other duties of the CAO includes conducting research and special studies, make recommendations regarding procedures, practices and organizational changes to bring about greater efficiency, and represents commissioners as assigned in relationships with other governmental entities, the news media and general public. During a legislative year, reviews legislation relative to counties and coordinates the county's legislative agenda. The CAO attends commission meetings, provides background information on agenda items, makes recommendations and presents options to the commissioners. He represents the commissioners at conferences, hearings and public meetings.

The office manager (OM) makes sure all commissioner agenda items are within the time limitations provided by law, rules and regulations. She reviews all

incoming mail to determine appropriate action or response. The OM provides full administrative support to the CAO and commissioners, which involves organizing and controlling the administrative support work flow and occasional research of laws, rules or administrative procedures.

The OM reviews subdivision files at the CAO or commissioner's request. Each month she secures a listing of those subdivisions and/or Subdivision Improvement

Agreements which will be expiring and notifies the County Planning and Zoning Office, the developer, the surveyor and/or engineer and the owner of time limitations for submitting final plat or completion of improvements. She reviews the countywide pay list and signs if appropriate. During the legislative session, obtains requested paperwork and submits all lobbying forms required. The OM reviews Indigent Burial Applications and indigent mental health invoices and approves or disapproves for payment. She types records, correspondence and other documents, either dictated or handwritten.

The office assistant serves as the initial contact person with the public; maintains filing system; answers, screens, and transfers calls within the office; greets the public and provides information relating to the status of files; provides information about the department's services; types correspondence; date stamps and logs in daily mail; schedules family transfers and lakeshore permits; keeps log of commissioner meetings; prepares plat list and the Directory of Services; prepares claims; prepares registration for out-of-town meetings. She also serves as a back-up for the mail room person.

The Commissioners Office is a very busy place and the staff is pleased to be able to represent and assist the Board of Commissioners in their many statutory duties and responsibilities.

County Administrative Officer (CAO) MIKE PENCE



Mike Pence has a BA Degree in Business Management with 30 years of governmental management experience. He started his career in county government serving as an elected county auditor in Iowa, managed three cities, and spent five years as Commercial Development Manager for the Quinault Indian Nation in Washington prior to coming to Flathead County. Mike and his wife Renee have six children and 2 grandchildren.

"The needs of the future take precedence over the demands of the present."

— County Commissioners: Bob Watne, Gary Hall & Joe Brenneman